

**STATE OF WISCONSIN
STATE ACCOUNTING MANUAL**

SECTION:	VII Project Accounting	EFFECTIVE DATE:	February 8, 1999
SUB-SECTION:	11 - Establish New Non-Capital Project	REVISION DATE:	February 8, 1999
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Establish New Non-Capital Project

Non-capital projects will be set up in WiSMART using a Project Master (PJ) transaction. WiSMART will not accept any transactions referencing a project until a PJ transaction has been accepted to establish the project budget. Final approval of all PJ transactions will be by the Department of Administration (DOA), State Controller's Office (SCO). The PJ transaction will update the information in the following tables:

AGPR	Agency Project Table
ENPR	Entity Wide Project Table
PRBL	Project Budget Line Table
PFYT	Project Fiscal Year Table

1. (Agency) The agency inputs the PJ transaction.

Complete all required PJ header information:

ACTION	E
PJ DATE	Current date in MMDDYY format.
AGENCY	State agency for project.
PROJ	Work order number in A##### format. All non-capital project numbers must begin with an alpha character.
PROJECT STATUS	A for Active projects and I for Inactive Projects. Project status indicators are listed in the WiSMART PRST table. Additional project status indicators may be obtained by contacting SCO at 266-5051.
PROJ MANAGER	Last name of project manager responsible for this project.
START DATE	Enter beginning date of the project in MMDDYY format.
END DATE	Enter the estimated end date of the project in MMDDYY format.
PROJ FISC YEAR	Enter the year of the transaction in YY format.
DESCRIPTION	Enter the name of the project.
PROJ FY START	Enter the calendar month of the Fiscal Year associated with the project in MM format. If the project fiscal year starts in July (same as State Fiscal Year) you would enter 07.
ENTITY-WIDE PROJ NO.	SCO maintains a list of entity wide (formerly Government Wide numbers). This number is used primarily for grouping projects in reports.
REVENUE BUDGET IND:	Project Revenue budgeting is not currently used.
FHWA APPR CODE	Not applicable and should be left blank.
FED ROUTE/SEC:	Not applicable and should be left blank.

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FHWA PROJECT NUMBER:	Not applicable and should be left blank.
P/G/N IND	Leave blank. This field will only be used for capital projects.
BOND FUNDED AMT	Enter both dollars and cents for all funding from state bonding facilities. (Optional)
FED AMT	Enter both dollars and cents. (Optional).
GOVT AMT	Enter both dollars and cents for all funding from state funds. (Optional)
OTHER AMT	Enter both dollars and cents. (Optional)
I/D	Optional but will default to I if left blank. For new projects this should always be I for Increase.
PCT	Enter the percentage amount for the revenue source. The format is 1.00000. All decimal places must be filled.
TOTAL PROJ BUD AMT	Enter the sum of all the budget amounts, both dollars and cents. This total must equal the sum of the detail amounts indicated above.

The PJ Document Detail Lines are completed:

SUBPROJ	Required. Each project must have at least one two-digit sub-project.
PHASE	Required. Each project must have at least one phase. Enter the appropriation phase from the PRPH table (budget line). Additional phases may be obtained by contacting SCO at 266-5051.
STATUS	Required. Either O for Open or C for Closed . Status of C will prevent transactions to post to this budget line.
P/NP	Enter P .
FUNDS EDIT	Enter Y or N . If set to Y , WiSMART will verify that budgeted funds are available when transactions are processed against this project budget line.
CE PHASE PCT	Leave blank.
AUTH DATE	Enter the date when transactions may be posted against this budget line in MMDDYY format.
AGRMT DATE	Leave this field blank.
BUDGET AMT	Enter the amount in dollars and cents for this budget line. The sum of the budget amounts must equal the total project budget in the PJ header.
I/D	Enter I for Increase.
APPR UNIT	Optional. Enter either the first three characters of a valid appropriation or all four characters. WiSMART edits will verify that the appropriation matches the PRBL table if the appropriation unit field is completed.

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JOB NUMBER Leave this field blank.
DESCRIPTION Optional. Enter a brief description of this budget line.

Transaction is quick edited (**Q** in Action), and apply approvals.

1. (SCO) SCO locates held PJ transactions in the suspense file with one approval "Y00AA." PJ transaction is verified for valid project number, entity wide number and required blank fields (e.g. P/G/N IND).
2. (SCO) Final approvals are applied and PJ is scheduled for off-line processing.